

Intramural Sports Program Assistant Job Description



Campus Recreation Services consists of six program areas; Adventure Pursuits, Aquatics, Fitness, Informal Recreation, Intramural Sports, and Sport Clubs. Over 165 students are employed in various positions to administer, manage, and support the day-to-day operations of the six program areas. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a completed CRS job application and interview, and may vary based upon position and program area.

Supervisor: Assistant Director, Competitive Sports

Entry Level Position Description

Entry level positions are available in and specific to each program area in Campus Recreation Services. These positions are front line staff and interact daily with facility patrons and program participants. Applicants are expected to be personable, timely, organized, and have the ability to learn and implement CRS policies. Entry level positions require little or no related experience; all necessary training is provided.

Specific Responsibilities

- Attend all required meetings and trainings
- Oversee an intramural game site during assigned shifts
- Assist game officials in the set-up and tear-down of the game site
- Collect IDs from all participants
- Keep the official score of each game
- Have captains sign the score sheet immediately following games
- Maintain game site equipment
- Act as a customer service representative for all participants and spectators
- Encourage good sportsmanship, and assist officials in awarding sportsmanship grades
- Act as a first responder to all injuries at the game site
- Contact the supervisor to handle any protest or ejection
- Return all completed score sheets and other forms to the supervisor following each shift
- Serve on at least one officials training team
- Supervise non-officiated tournaments
- Work shifts as the officials evaluator when assigned
- Communicate any problems, concerns, or suggestions to the supervisor